

CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
Equal Employment Opportunity Specialist 2

Please follow the specific application filing instructions at the bottom of this page!

Open To: The Public
Location: Central Office, Wethersfield, CT
Hours: 1st Shift, Monday - Friday
Salary: \$66,604 - \$85,436 (Annually)
Closing Date: March 2, 2011

Minimum Qualifications:

Considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of affirmative action plans and programs, considerable knowledge of interviewing and counseling techniques; considerable investigatory ability; knowledge of merit system selection process including recruitment, examination and classification; knowledge of needs and issues of patients, inmates, students and/or clients; considerable interpersonal skills; considerable oral and written communication skills; ability to develop and implement affirmative action plans; ability to compile, analyze and evaluate human resource records and statistical information; ability to utilize human resource information systems; some supervisory ability.

Eligibility Requirement: **Candidates must have applied for and passed the Equal Employment Opportunity Specialist 2 exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.**

General Experience:

Seven (7) years of professional experience in affirmative action, equal opportunity assurance or human resources management.

Special Experience:

Three (3) years of the General Experience must have involved primary responsibility for affirmative action or equal opportunity assurance in the employment setting.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

Qualified candidates who meet the above requirements need to submit a cover letter, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at <http://das.ct.gov/employment>. Please submit your information to:

**James Faulkner, Human Resources Specialist
Department of Correction
Recruitment Office
24 Wolcott Hill Road
Wethersfield, CT 06109
Fax: (860) 692-7615**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

02/17/11,97412, jef, 0143/02